

**Joint Use Cooperative Agreement Between the San Francisco Public Library and
the San Francisco Unified School District
Ingleside Branch Library
Aptos Middle School**

This Joint Use Cooperative Agreement is entered into on December 5, 2003 by and between the San Francisco Public Library (Library) and the San Francisco Unified School District (School District) on behalf of Aptos Middle School. The purpose of this Agreement is to provide for certain joint use projects as specified in Education Code section 19994(a) and Title 5 Library Bond Act Regulation 20440(e)(3)(G).

Whereas, the Library and the School District have demonstrated a sustained collaborative working relationship; and

Whereas, the joint activities described in this Agreement are in addition to a long-standing relationship in arranging class visits to the Library and school age children's participation in various Library reading programs (e.g. the Summer Reading Program); and

Whereas, the School District supports the Library's goal of informational literacy of all students; and

Whereas, the Library supports the School District's goal of increased academic achievement of all students; and

Whereas, extensive consultation with the community and school staff during the in-depth needs assessment for the Public Library Construction and Bond Act of 2000 application clearly identified a need for family literacy support and homework assistance;

Now therefore, the San Francisco Public Library and the San Francisco Unified School District, finding that it is mutually beneficial to continue and expand upon their collaborative partnership in a way that will reinforce and strengthen the learning process of middle school students, agree as follows:

1. The Library and the School District agree to jointly undertake projects in least two areas, **Family Literacy** and **Homework Center** as described below. This agreement is contingent upon the Library receiving grant funding from the Public Library Construction and Renovation Bond Act of 2000, which will result in a newly constructed Ingleside Branch Library of the San Francisco Public Library with the necessary space and equipment to conduct these activities.

A. Family Literacy Center

Based upon needs assessment findings, a Family Literacy Center will fill a high priority need for the community served by the new Ingleside Branch Library. Aptos Middle School has a strong commitment to encouraging student school success through family literacy. The Library will become an active partner in this effort through a variety of activities in conjunction with the school. These activities will expand upon the Library's more general literacy support function by providing a series of programs designed to establish the Ingleside Branch as an additional, more publicly accessible, partner in a community approach to developing strong family literacy within the school's service area. In support of this effort:

- The Library will develop and provide appropriate collections to assist with overall family literacy, emphasizing books-on-tape for children and adults as well as materials in languages relevant to the community.
- The School District will actively promote use of the Library and its resources to parents and teachers through speakers and information at school meetings and through the distribution of printed information about the Library and its programs as well as through the school newsletter.

- The Library and the School District will co-sponsor one Family Literacy/Humanities night or weekend annually at the Ingleside Branch Library. In addition, the Library will participate in the School's Humanities night. They will work together to schedule these events, and the events will be promoted in the school's newsletter, the Library's web page and flyers distributed by the Library. School District and Library staff will develop the programs and will participate in the presentations.
- Through Project Read, the Library's adult literacy program, the Library will provide one-to-one tutoring and small group instruction for adults who need help with their reading and writing skills. Project Read will recruit and train tutors to work with parents in the neighborhood. The School District will assist in this project by providing opportunities for Project Read staff to speak at the schools to recruit tutors and potential students. One of the primary motivators for adults to improve literacy is the desire to read to their children and to help their children succeed in school. The Library will work with Project Read and the School District to develop additional workshops or events to increase participating parents' comfort level with children's books and with reading to their children as part of this program.
- The Library will participate in Aptos' Back To School Night event at the beginning of the school year. The school will allow a space for the Library to promote relevant resources and assistance.

B. Homework Center

A supportive space in which to do homework can have a major impact on a student's ability to succeed in school. The Library and the School District recognize that the area schools are not open to students in the evening and that a home situation may not be conducive to homework (e.g. too crowded; no support materials; family members who may not be able to help). Because it is open after school and in the evening, the Library, which already provides a variety of supportive resources, is a natural place to establish a formal Homework Center for the students of Aptos Middle School.

- The Library and School District staff from Aptos Middle School will collaborate to train high school and adult volunteers to assist K-8 students with their homework at the Ingleside Branch Library. Area school and Library staff will provide three trainings per year for the program, including one reflective/evaluative program at the end of the school year. The school will promote the program to parents and students. High school youth who wish to satisfy the School District's Community Service requirements by serving as tutors, will be expected to commit to a minimum of one semester of service. Adult volunteers will be expected to commit to six months. The Library will work with the School District to establish the most appropriate hours for the program and will provide the planned meeting room as space for the Homework Center on a regularly scheduled basis. The meeting room will be committed to that use during Homework Center hours. In addition the Library will provide access to on-line homework assistance through Tutor.com or a similar program on a year-to-year basis, dependent upon annual evaluation and use. Aptos Middle School will distribute information about the Homework Center to all parents at the beginning of each school year. The Library will advertise the service in its monthly list of programs and activities.
- Staff at Aptos Middle School will automatically update the Library website with notification of upcoming school research projects. In addition, the Ingleside Branch librarian will attend or be invited to the meetings of the schools' departments twice yearly in order to create an effective line of communication on school curriculum and to enhance the Library's ability to support curriculum activities.
- The Library will provide instruction on use of print and electronic library resources to support school curriculum and assignments. Such instruction will be a priority for the Ingleside Branch Library and will include instruction for school staff and students. Instruction will be offered

within the branch or, if school infrastructure permits, the librarian will offer training within the school, including instruction on how to access library resources on-line. The school and the Library will create a schedule and focus of training as appropriate for the various grade levels. All teachers at Aptos will be encouraged to avail themselves and their students of this training and to bring classes to the Ingleside Branch. A special emphasis will be placed upon making sure that all sixth grade classes visit the Library during the school year. The school will make sure that all sixth grade teachers know that this is an expectation and will promote such visits at relevant school meetings.

- The Library will provide a minimum of one in-branch training session per semester for parents in which volunteer school staff will provide information on how parents can help students with research and homework assignments. As part of this workshop the Library will provide information on relevant resources available for student use.
- Aptos Middle School will commit to participating with the Library in the American Library Association library card project with the goal of having all students obtain a library card to aid in school success. Focus will be on all sixth grade classes at the beginning of each school year. The Library will work with the school to register students and will supply the cards. The school will provide a reward for the first class to achieve full library card registration.
- The Library will enhance general collections of materials that, while useful to all residents in the area, will also expand upon the availability of materials to Aptos students. This will include providing a collection of classic and standard literature to assist with the needs of GATE students, high-interest fiction and nonfiction for challenged readers, and general science books that can be used to enhance curriculum based assignments. The Ingleside Branch librarian will meet with the Aptos school librarian on an annual basis to discuss current and changing collection emphasis and needs.
- The Library and School District will sponsor a yearly teacher night at the Ingleside Branch to promote use of the facility and positive relationships. The Library will host the event and the school will promote it to their teachers at faculty meetings and newsletters.

Future Projects

The Library will work to expand cooperation with other schools within the Ingleside Branch service area. In addition, it will work with the College Access Center program, a program that provides assistance and information to students about choices after high school, housed at the Main Library to encourage Aptos students to consider college options as they advance into high school.

Funding for Collaborative Projects

Funding for the furniture and equipment for the projects described above that will operate within the Ingleside Branch Library will be provided by the Friends & Foundation of the San Francisco Public Library. Funding for building construction will be provided by San Francisco's Branch Library Facilities Improvement Bonds, supplemented with revenues from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. Ongoing operations of the Ingleside Branch Library, and the staff required to run the branch and programs, will be funded by Library dedicated property tax and City General Fund revenues under the requirements of the Library Preservation Fund. The School District will provide staff time and relevant resources for the Family Literacy and Homework Center functions within the bounds of the school site plan and School District priorities.

Hours of Service

Library hours of service for students and the public at the Ingleside Branch Library are: Tuesdays from 10:00AM to 6:00PM; Wednesdays from 12:00PM to 8:00PM; Thursdays from 12:00PM to 6:00PM; Fridays and Saturdays from 1:00PM to 6:00PM. The Library will be open a minimum of 32 hours per

week. Library hours are adjusted every five years after a series of public hearings, as required by the Library Preservation Fund.

Staffing

Staffing at the Ingleside Branch Library is proposed as follows: 1 Branch Manager (Librarian II), 1 Youth Services Librarian, 1 Library Technician II, 1 Library Assistant, .5 FTE Library Page and 4 .375 FTE Library Pages. In 2002-2003, there was a part-time certificated librarian at the Aptos Middle School; and, unfortunately, staffing for the 2003-2004 year is currently parent volunteers who regularly open the library on Tuesdays and Thursdays for class visits. It is anticipated that both high school students and adults will serve as volunteers for the Homework Center.

Supervision of Library staff (including technical support) and volunteers in the Homework and Family Literacy programs will be the responsibility of the Library. Project Read will supervise literacy volunteers. Supervision of teachers and all other school personnel will be the responsibility of the School District.

Library Location

The proposed joint use projects will be located at the newly constructed Ingleside Branch Library at 1298 Ocean Avenue at Plymouth. The Branch is within walking distance of the school.

Ownership of Library Building and Responsibility for Operations

The Library will be the owner of the Ingleside Branch Library building. The Library also will own all furnishings and equipment in the building as well as the entire book and materials collection and all computer equipment.

The Library will be responsible for facility operation and management for the Ingleside Branch Library and will provide building and equipment maintenance, including maintenance of all computers, telephones, TV/Video and/or future electronic equipment installed or placed in the Library unless specifically excluded through other grants or lease arrangements.

Review of Agreement

During the first year of this Agreement, an equal number of representatives from the Library and the School District will meet quarterly to review, evaluate and modify the conditions of this Agreement. During the second year, an equal number of representatives will meet biannually (twice a year), and in the third year and beyond, representatives will meet biennially (every two years) to review and modify this Agreement. In addition, a review and modification meeting may be called by either party at any time upon 30-day written notice.

Field Act

The Ingleside Branch Library project is not subject to the Field Act requirements for review of plans and specifications by the Division of the State Architect for structural safety, disabled access and fire/life safety. The rationale for this determination is that student attendance at programs or instruction at the Ingleside Branch Library will be provided as part of a class visit to the Library. No part of the Library will serve as a classroom or permanent teaching site for students.

Twenty-Year Agreement

The School District and the Library agree to provide joint use library services consistent with the intent of this Agreement and the needs of the community for a period of at least twenty years following completion of the new Ingleside Branch Library. The new Ingleside Branch Library shall be deemed completed when the City determines that the construction of the Ingleside Branch Library is substantially complete and the building is ready for occupancy.

Forty-Year Public Library

The Ingleside Branch Library shall be dedicated to public library direct service use for a period of forty years following the completion of the project. Education Code Sections 19999 and Title 5 Library Bond Act Regulations 20220 (e)(3)(G) are incorporated herein into this Agreement.

Dispute Resolution

If any party defaults in its performance, the aggrieved party shall promptly notify the defaulting party in writing. Any dispute shall be first addressed at an administrative level between the parties. If a successful resolution cannot be obtained at the administrative level, the dispute shall be forwarded to the governing body of each party for final resolution.

Indemnification

A. Library agrees to indemnify and hold harmless School District and their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of Library, its employees or agents.

B. School District agrees to indemnify and hold harmless Library, their employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of any negligent or intentional acts or omissions of School District, its employees or agents.

Changes and Amendments

A. Any party may request changes in the scope of services. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this Agreement.

B. The party desiring the revision shall request amendments to the terms and conditions of this Agreement in writing. Any adjustment to this Agreement shall be effective only upon the mutual agreement in writing of the School District and the Library.

C. No verbal agreements or conversations prior to execution of this Agreement or any requested Amendment shall affect or modify any of the terms or conditions of this Agreement unless reduced to writing according to the applicable provisions of this Agreement.

D. If the contemplated funding for these programs should become unavailable, the parties will re-negotiate the joint venture services to be provided under this Agreement.